



UNDER SECRETARY OF COMMERCE FOR INTELLECTUAL PROPERTY AND
DIRECTOR OF THE UNITED STATES PATENT AND TRADEMARK OFFICE
WASHINGTON, DC 20231
www.uspto.gov

February 27, 2003

SUBJECT: REQUEST FOR PROPOSALS (RFP) FOR A COMPUTER-BASED
EXAMINATION SYSTEM FOR REGISTERING PATENT ATTORNEYS AND AGENTS
RFP NO.: 52-PAPT-3-01008

Notice to Prospective Offerors:

The United States Patent and Trademark Office (USPTO) is pleased to release the subject solicitation. The USPTO seeks an interested computer test administrator(s) capable of administering computer-based patent registration examinations. The computer-based examination system will replace registration examinations currently administered with printed test booklets and mark sense forms, and will accommodate current and future multiple choice examinations designed by the USPTO and/or current and future patent registration examinations.

This procurement is being conducted as a full and open competition. In accordance with Section M.2 of the RFP, the USPTO may elect to award more than one contract as a result of this solicitation based on the best interests of the Government.

The resultant contract will be a "no-cost to the Government" contract. Computer Test Administrator(s) (CTAs) are not reimbursed by the Federal Government but may charge registration candidates reasonable fees for test administration and related services.

The USPTO invites offerors to submit proposals in accordance with the requirements as set forth in the solicitation. Prospective offerors are cautioned to closely review the solicitation and complete all "offeror fill-ins" as they appear throughout the solicitation document. Also, prospective offerors are urged to carefully read Section L, Instructions, Conditions and Notices to Offerors. Failure to complete and submit all required submissions may result in your offer being determined non-responsive. Proposals will be evaluated in accordance with Section M, entitled "Evaluation Factors for Award".

Your complete proposal, signed by an official authorized to bind the offeror, shall be submitted not later than **2:30 p.m., eastern standard time, on March 28, 2003**. Federal Acquisition Regulation (FAR) clause 52.215-1(c)(3) sets forth strict guidance regarding late submissions of proposals, modifications, and withdrawals of proposals. Depending on the mode of delivery, your proposal should be addressed as provided for in clause L.15. Telegraphic or faxed offers are not authorized under this RFP and will not be accepted.

If an award is made to your firm as a result of this solicitation the contract will be subject to the Contract Clauses contained in the solicitation and all other clauses required by law and the Federal Acquisition Regulations as of the date of award.

All communication/questions concerning this RFP must be submitted in accordance with Section L.11. No information concerning this solicitation or requests for clarification will be provided in response to telephone calls from offerors.

Sincerely,

Susan B. Messina

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Enclosure(s)